

Online Course



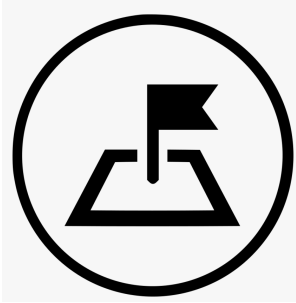
أفاق للتطوير القيادي ذ.م.م
AFAQ For Leadership Development L.L.C

Time Management & Prioritization Skills



Introduction

In a busy world, time is one of our most important resources and always seems to be in short supply. So, how do we manage our time effectively and efficiently?



Aim

In this course, we will look at how to use our limited time effectively by developing efficient and effective time management tools and strategies.



Topics / Chapters

- Making the Time for Time Management
- Introduction to Prioritization
- Applying Time Management Effectively in the Workplace
- The Future of Time Management